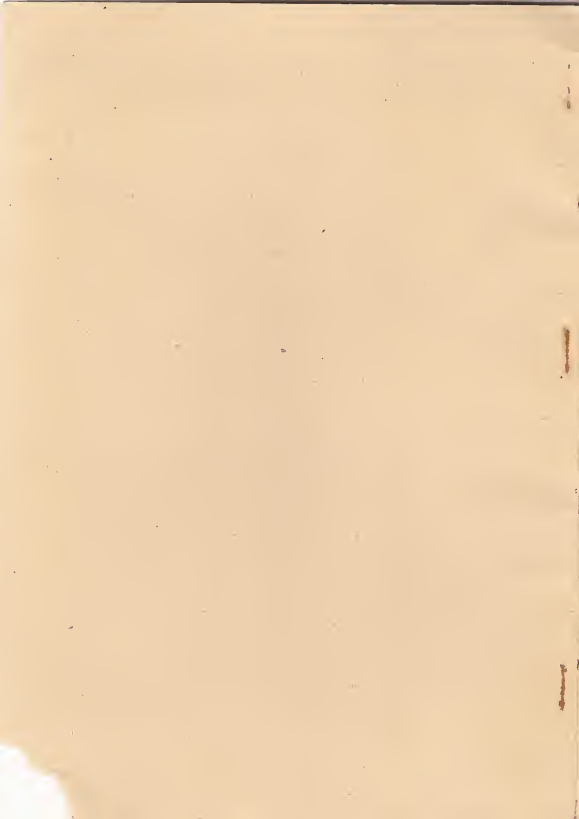


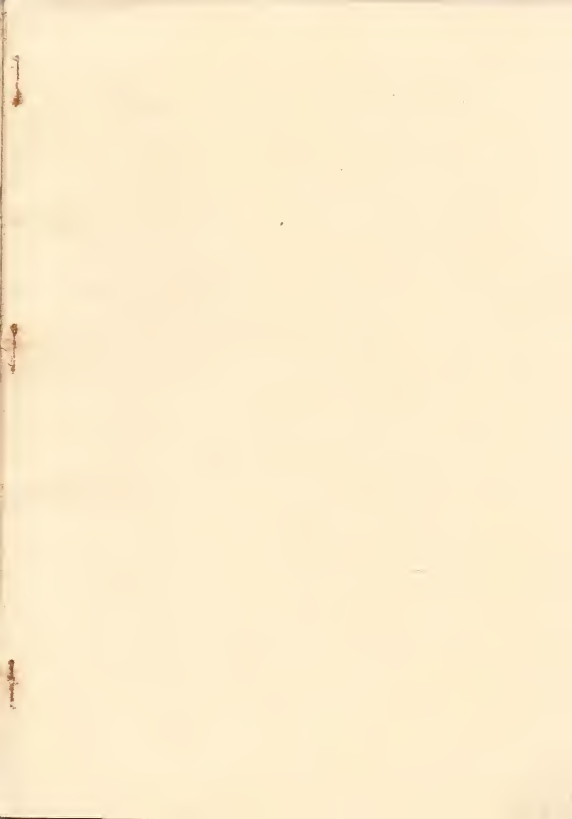
PRATT INSTITUTE  
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LIBRARY SCIENCE  
CATALOG

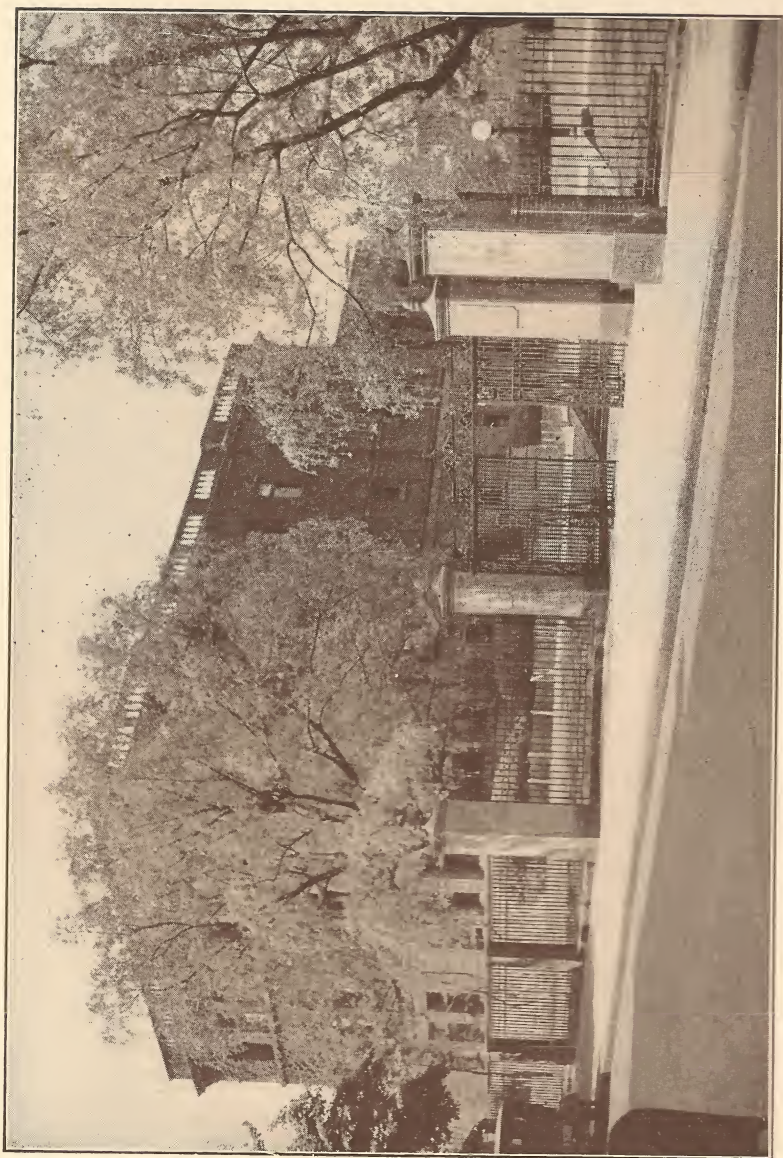
1936-1937



BROOKLYN · NEW YORK







PRATT INSTITUTE FREE LIBRARY

PRATT INSTITUTE  
SCHOOL OF  
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CATALOG

1936-1937

BROOKLYN · NEW YORK

1936

## CALENDAR, 1936-1937

### *First Term,*

Monday, September 14 to December 18, 1936.

Founder's Day, October 2, 1936.

Armistice Day, November 11, 1936.

Thanksgiving recess, November 25 to November 30.

Christmas vacation, December 18, 1936, to January 4, 1937.

### *Second Term,*

January 4 to March 19, 1937.

Spring vacation, March 19 to March 30.

### *Third Term,*

March 30 to June 10, 1937.

#### CELEBRATION OF THE FIFTIETH ANNIVERSARY OF PRATT INSTITUTE

*Reunion Dinner in New York City, Friday, May 21.*

*Alumni Day at Pratt Institute, Saturday, May 22.*

Baccalaureate Sunday, June 6, 1937.

Commencement day, Thursday, June 10, 1937.

### *Holidays in term time,*

February 22, May 31.

### *Entrance examinations for 1936-37.*

Friday, May 29, 1936, from 9 A.M. to 1 P.M. and from 2 P.M. to 6 P.M.: possibly other examinations will be given in the fall.

## BOARD OF TRUSTEES

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CHARLES PRATT, *Secretary*  
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SCIENCE AND TECHNOLOGY  
LIBRARY SCIENCE

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*Purchasing Agent*  
FREDERICK G. VILMO  
*Supt. of Buildings*

DR. O. PAUL HUMPHSTONE  
*Consultant*  
DR. JOSHUA M. VAN COTT  
*Consultant*  
DR. ERNEST K. TANNER  
*Consultant*

# SCHOOL OF LIBRARY SCIENCE

## FACULTY

EDWARD FRANCIS STEVENS, Litt. D., Director. (A.B., Colby College. Pratt Institute School of Library Science.)

Lecturer on Library Administration, Book Buying, Historical and Library Printing, History of Libraries, and Library Buildings. Instructor in practice of typography.

JOSEPHINE ADAMS RATHBONE, Vice-Director. (B.L.S., New York State Library School.)

School Executive, Instructor in Reference Work, Classification, Book Selection and Bibliography, and Conductor of Seminars in Fiction, Library Administration, Library Survey, Current Events.

AGNES CAMILLA HANSEN. (A.B., Reed College; M.A., University of Washington. Pratt Institute School of Library Science.)

Instructor in Cataloging and Indexing, Subject Headings, Maps, and U. S. Documents, Library Economy.

ELEANOR BERRY WOODRUFF. (Pratt Institute School of Library Science.)

Instructor in Technical French and Elementary Italian.

RACHEL SEDEYN. (Ecole Normale Supérieure, Brussels. Pratt Institute School of Library Science.)

Instructor in Foreign Bibliography and the Literature of Art.

WILLIAM W. SHIRLEY. (B.S., Dartmouth College. Pratt Institute School of Library Science.)

Instructor in Technical German, and the Literature of Technology and Business.

LUCY M. KINLOCH. (Pratt Institute School of Library Science. Western Reserve Library School, Advanced Course.)

Secretary and Lecturer in Children's Work.

## SUPERVISORS OF PRACTICE WORK

### PRATT INSTITUTE FREE LIBRARY

E. MILDRED FISH

*Children's Librarian*

HARRIET F. HUSTED

*Head Cataloger*

MYRTLE I. ROY

*Head of Order Department*

RACHEL SEDEYN

*Head of Art Reference Department*

WILLIAM W. SHIRLEY

*Head of Science and Technology Reference Department*

JULIA WHELOCK

*Head of Circulating Department*

ELEANOR B. WOODRUFF

*Reference Librarian*



## VISITING LECTURERS, 1935-1936

- MARY GOULD DAVIS, Children's Department, New York Public Library.
- LEO R. ETZKORN, Librarian, Public Library, Paterson, N. J.
- LUCILE F. FARGO, Research Associate, School of Library Service, Columbia University.
- MILTON J. FERGUSON, Librarian, Brooklyn Public Library.
- JENNIE M. FLEXNER, Reader's Adviser, New York Public Library.
- FRANCIS L. D. GOODRICH, Librarian, College of the City of New York.
- FRANKLIN F. HOPPER, Chief, Circulating Department, New York Public Library.
- CLARA W. HUNT, Superintendent of Children's Department, Brooklyn Public Library.
- MARGARET JACKSON, Librarian, Kingston, Pennsylvania, Public Library.
- E. C. KYTE, Librarian, Queen's University Library, Kingston, Ontario.
- KEYES D. METCALF, Chief of Reference Department, New York Public Library.
- ANNE CARROLL MOORE, Supervisor of Work with Children, New York Public Library.
- ISADORE G. MUDGE, Reference Librarian, Columbia University.
- REBECCA B. RANKIN, Librarian, Municipal Reference Branch, New York Public Library.
- ERNESTINE ROSE, Librarian, 135th Street Branch, New York Public Library.
- MARINOBEL SMITH, Publicity Agent, 200 West 57th Street, New York.
- CAROLYN F. ULRICH, Chief of Periodicals Division, New York Public Library.
- MABEL WILLIAMS, Supervisor of Work with Schools, New York Public Library.
- JAMES I. WYER, Director, New York State Library, Albany.

## LIBRARY STAFF

PRATT INSTITUTE FREE LIBRARY

1936

EDWARD F. STEVENS	<i>Librarian</i>
MARY S. ALDRICH	<i>Secretary to the Library</i>
E. MILDRED FISH	<i>Children's Librarian</i>
HARRIET F. HUSTED	<i>Head Cataloger</i>
MYRTLE I. ROY	<i>Head of Order Department</i>
RACHEL SEDEYN	<i>Head of Art Reference Department</i>
WILLIAM W. SHIRLEY	<i>Head of Science and Technology Reference Department</i>
JULIA WHEELOCK	<i>Head of Circulating Department</i>
ELEANOR B. WOODRUFF	<i>Reference Librarian</i>
ELIZABETH COKER	<i>Assistant in Children's Room</i>
SARAH L. HADLEY	<i>Reference Assistant</i>
JESSIE M. HUTCHINSON	<i>Assistant in Circulating Department</i>
LOTTIE A. JOHNSON	<i>Reading Room Assistant</i>
EVALENA C. KING	<i>Chief Assistant, Circulating Department</i>
ALICE H. MUNSON	<i>First Assistant, Reference Department</i>
GRACE E. PALMER	<i>Library Assistant</i>
LORRAINE SCHLUTER	<i>Library Assistant</i>
MARIAN E. STUBBS	<i>Cataloger</i>
A. RUTH TREFETHEN	<i>Library Assistant</i>
M. ELIZABETH TYLER	<i>Library Assistant</i>





THE LIBRARY PARK — PRATT INSTITUTE

## PRATT INSTITUTE

PRATT INSTITUTE was founded and endowed in 1887 by Charles Pratt, a practical and successful manufacturer who was deeply interested in education. Mr. Pratt was a self-trained man, and in planning Pratt Institute was guided almost entirely by his personal experience. He made it a school where young men and women, circumstanced as he had been, could have the chance that he had never had; and because he knew what they needed and why the average school had failed to give it, he planned with rare understanding and foresight.

It was his aim, and to this aim the Trustees have consistently held, that the Institute should reach and help all classes of practical workers, both artists and artisans, and that its courses should be so conducted as to give every student definite, practical skill along some line of work and at the same time reveal to him the possibilities for development, service and culture offered by the most commonplace tasks.

The Institute offers day and evening courses in a wide range of art, scientific, mechanical and household subjects and conducts teacher training courses in fine and applied arts.

Evening courses are provided for those whose regular occupation prevents them from attending a day course. The instruction provided is thorough and systematic. No evening courses are offered in the Library School.

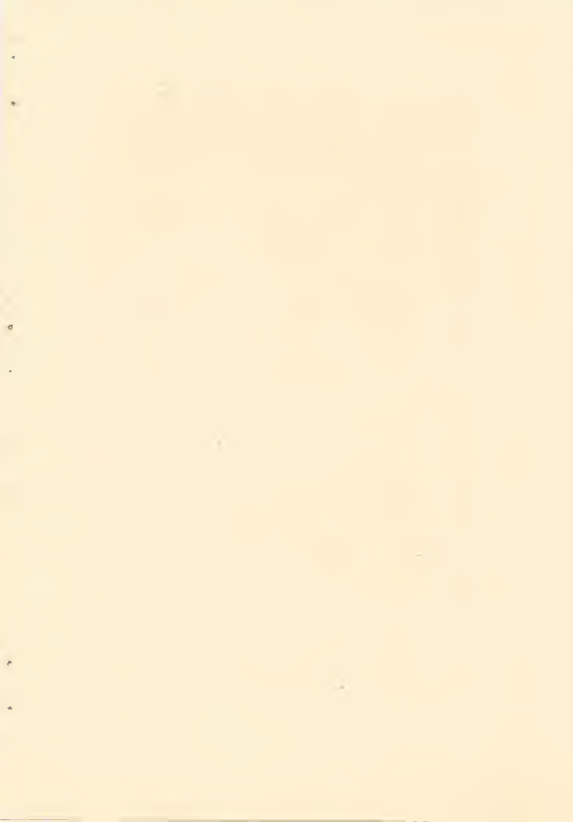
*Establishment:* The charter was granted by the Legislature of the State of New York in May, 1887, and the Institute opened its first classes in October, 1887, with twelve students. In 1935-1936 the enrollment in day and evening classes was over forty-five hundred. Since the founding of the Institute the total enrollment has been 194,282.

The Institute has a substantial endowment that enables it to make moderate charges for tuition and at the same time provides superior facilities and the ablest teachers. Receipts from tuition and from all other sources are used solely for its work.

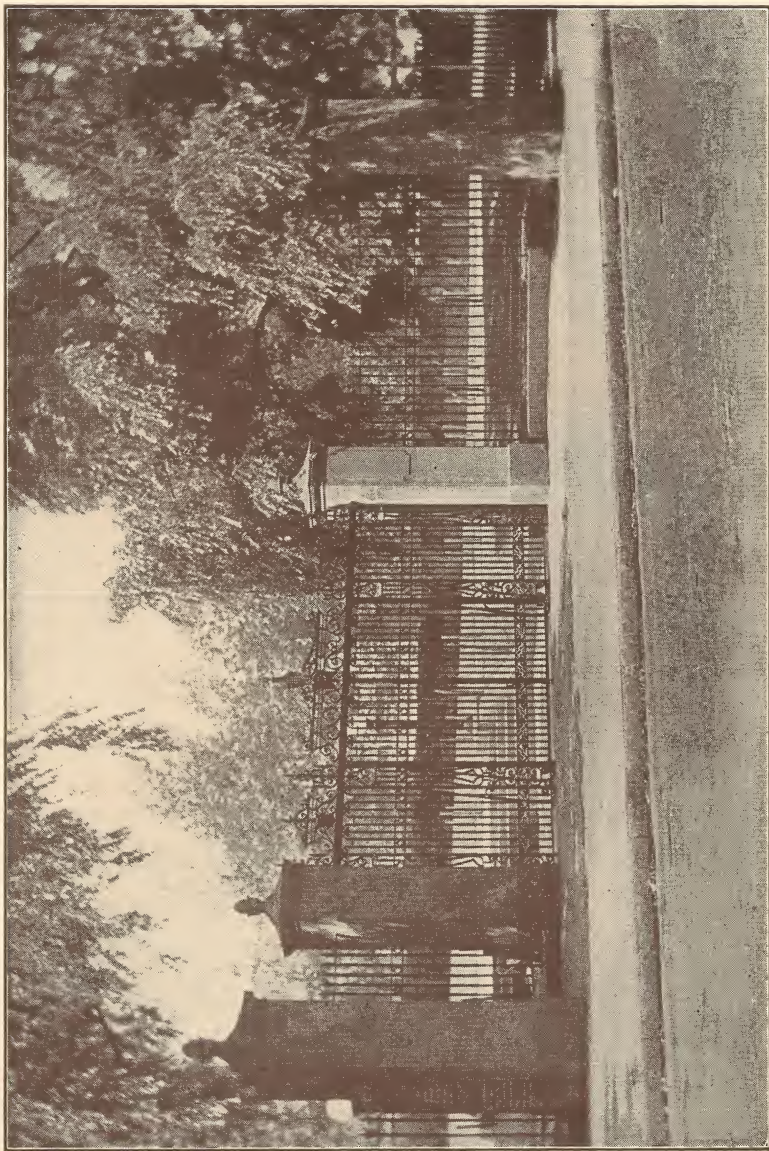
The Institute has valuable collections of illustrative material for the use of all the schools. There is also a special collection of textiles

given to the Institute in 1897 by Mrs. Charles Pratt, wife of the Founder.

*Organization:* The Institute is under the control of a Board of Trustees, whose President is the executive officer. It comprises four schools. In the order of their establishment, they are as follows: School of Fine and Applied Arts; School of Household Science and Arts; School of Science and Technology; and School of Library Science. The director of each school is personally responsible for the work of that school. Matters affecting all schools are placed in charge of committees of the General Faculty. These include Physical Training, Student's Welfare and the Rest House, Exhibitions, Publications and Printing, Lectures, Social Events, and Club Houses.







THE GATES, PRATT INSTITUTE FREE LIBRARY



# *School of Library Science*

EDWARD F. STEVENS, *Director*

JOSEPHINE ADAMS RATHBONE, *Vice-Director*

THIS school, founded in 1890, was the second library school to be established, and it is now the oldest school in the country in continuous existence under the same auspices. It was directed for many years by Miss Mary Wright Plummer, and on her resignation in 1911 the present organization was effected. The school has graduated 1018 students, of whom over 500 remain today in active library work, many of them holding administrative positions in public, college and school libraries throughout the United States and in many foreign countries.

*Object of the School:* The object of the school is to give a general well-rounded, one-year course in library technique to a limited class of carefully selected students. This course is planned to fit for responsible work in any general library, or to serve as the basis of future specialization in the expanding field of special library work.

The class is limited to 25 members, that being as many as can be given adequate individual attention in the classroom and in the Library itself.

*Selection of Students:* Much attention is paid to the selection of students. The school has each year more applicants than can be admitted, and by personal interview, by letters of reference and, wherever possible, by the testimony of members of the library profession, 25 students are chosen who are fitted not only by education, but by experience, by character and by personality for acceptable library service. A health certificate signed by a physician is required of each student before final acceptance. This care in preliminary selection is one of the important services rendered by library schools to the profession.

*The Course of Study:* The course consists of three separate elements—classroom instruction, practical work in the Pratt Institute Free

Library and other libraries, and field work, including visits to libraries, bookshops, binderies, and printing establishments, centers of interest in the realm of books.

*Instruction:* The classroom instruction covers technical and a few related subjects, including the study of American and foreign fiction from the library point of view, the history of libraries, story telling, civic institutions, and survey of the library profession, enabling students to keep pace with developments of the modern library movement.

The administrative problems of different types of libraries—public libraries, college libraries, school libraries, branch libraries, special libraries—and of the different departments of work within libraries are presented by visiting lecturers whose experience enables them to speak with authority. Thereby the class have the benefit of contact and acquaintance with the leaders in the profession.

*Laboratory:* Practical work is strongly emphasized. The students are not only given experience in the Library for a week in the fall before the classroom instruction begins: they are scheduled in the several departments from three to five hours a week in the first and second terms; and in the third term about twenty hours each week are given up to such work. This is carefully planned, supervised and revised to give each student the best possible experience under actual working conditions.

Opportunity for work in other libraries in Brooklyn, New York, and vicinity is offered by the courtesy of the librarians of these libraries, and in the third term this is taken advantage of freely. Students desiring to specialize in particular fields are thus enabled to test themselves and to gain valuable knowledge and experience.

*Field Work:* The field work consists of a series of visits, between the second and third terms, to libraries in other cities under the conduct of the Vice-Director or an instructor. This is an important class exercise and the cost of the trip (seldom more than \$60) should be considered as part of the expense of the year.

Visits are also made in the third term to libraries, binderies, bookstores, printing and publishing houses in New York and vicinity.

Our proximity to the great city is made to yield the utmost in the way of such experience.

Quizzes are held upon the visits made, in which methods are discussed in connection with the circumstances of the library under consideration, and the necessity of adapting theories to meet concrete conditions is emphasized.

## OUTLINE OF THE COURSE

*Library Administration:* Under this head are grouped the subjects that pertain to the general administration of a library, the lectures by visiting lecturers on the administrative problems of different types of libraries, and the discussion of such practical questions as schedules, budgets, business methods, library buildings, book buying, copyright, legislation, history of printing and the principles and practice of library printing.

35 hours Second and third terms

MR. STEVENS, MISS RATHBONE, MISS HANSEN.  
and visiting lecturers

*Book Selection:* This course includes lectures covering the general principles of book selection with the needs of the average public library specially in view, aids to book selection, consideration affecting the selection of special classes of literature, lectures on standard editions, on publishing houses, and an appraisal of book reviews and of periodicals. Actual library problems are given in connection with the course.

38 hours Second and third terms MISS RATHBONE.

*Fiction Course:* A study of about 100 Continental, English and American contemporary novelists considered from the point of view of their value and appeal in a public library. The students read and discuss assigned books. The course supplements Book Selection.

25 hours First and second terms MISS RATHBONE.

*Reference Work:* Lectures on encyclopedias, dictionaries and indexes, both general and special, also on atlases, almanacs and other reference material, comprising about 500 reference tools, with problems.

44 hours First and second terms MISS RATHBONE.

*Bibliography,* subject, trade and general: A continuation of the reference course combined with advanced reference problems.

18 hours Second term MISS RATHBONE.

*Questions of the Day:* A course in current events and interests based upon subject groups of the leading periodicals which the students examine and report upon. The course gives practice in briefing articles and presenting reports without notes, and it also gives opportunity for the discussion of a wide range of political, educational, social and other topics.

36 hours First and second terms MISS RATHBONE.

*Survey of the Field:* A seminar course covering the history of the modern library movement and of the various agencies that have developed—library associations, library schools, state library commissions, etc. Subjects are assigned to be reported on and the students have to find and organize the material which they present.

10 hours First and second terms MISS RATHBONE.

*Children's and Young People's Work:* A study of the administration of public library work with children, a brief survey of the history of children's literature and of modern tendencies in book production for children, including principles of book selection; lectures on the fundamental principles of story telling, types of stories, sources, selection, and adaptation, with an elective course in practice story telling to groups of children; a study of present day methods of working with young people, from the public library angle, with emphasis on reading guidance methods and discussion of the types of literature of interest to young people.

20 hours Second and third terms  
MISSES DAVIS, KINLOCH AND MOORE.

*Classification:* A general consideration of the history and principles of classification and an intensive study of the Decimal Classification as the one in general use in this country. Attention is called to possible modifications of the D. C., and emphasis is laid on the modern aspects and new relationships of subjects that have outgrown its categories. The students classify and discuss in class about 500 carefully selected books.

44 hours First term MISS RATHBONE.

*Cataloging:* The course in cataloging is designed to give during the first term a comprehensive understanding of cataloging as it applies to different types of libraries serving clientèles of varying requirements. This involves a consideration of different kinds and forms of catalogs, a comparative study of filing systems, and of cataloging codes which determine forms of entry. Students study card forms and rules for their variation, methods of ordering Library of Congress cards and of adapting them to local usage. Emphasis is laid during the first term on the principles governing the formulation and selection of subject headings, on methods of achieving uniformity of entry, of showing relationships of subject matter,





THE BOOKMAN PRESS AT THE PRATT INSTITUTE FREE LIBRARY

and on the official records and cataloging aids essential to the creation and maintenance of a catalog. Instruction is given in the organization and administration of a catalog department, and throughout the course the relation of this department to other departments of a library system is stressed.

During the second term the principles studied during the preceding term are put into practice. Two laboratories are maintained in both of which all students participate. One is held in the catalog department of Pratt Institute Free Library, where students learn how to adapt cataloging theory to a special set-up and an established procedure; the other is in the classroom where they are given a collection of books to catalog, illustrative of that found in some specific type of library. In the classroom laboratory, the class is transformed into a catalog department where each student in the course of the term has an opportunity to act in the capacity of cataloger, reviser, and first assistant, performing concurrently a sufficient amount of clerical duty to develop habits of accuracy and familiarity with the most important of cataloging details.

In the third term, the class laboratory continues as a catalog department, operated by successive groups of from five to six students at a time, each group for a period of two and a half weeks, and each student at some time acting as administrator of the department. Opportunity is accorded certain students to substitute a laboratory of their own choice in some other institution.

Throughout the three terms, class instruction is supplemented by conferences.

135 hours First, second and third terms MISS HANSEN.

*Government Documents:* The aim of this course is to familiarize the students with the various publications of the United States government, beginning with a study of their source, publication and distribution.

14 hours Second term MISS HANSEN.

*Library Economy:* Under this head are grouped the minor records of a library, as accessioning and shelf listing, also order work, book numbering, the filing of cards, binding and rebinding, charging systems, care of supplies, and many of the routine but vital processes in library management.

48 hours First and second terms MISS HANSEN and MISS RATHBONE.

*Languages:* A brief survey of the technical terms used in bibliography and librarianship in the French and German languages, together with the translation of title-pages, book notices, library news. Also a short course in Italian which those having a knowledge of Latin and French may elect.

French,	5 hours	First term	MISS WOODRUFF.
German,	5 hours	First term	MR. SHIRLEY.
Italian,	10 hours	Third term	MISS WOODRUFF.

<i>Field Work.</i>	<i>Hours</i>
Spring trip, One week	45
Local visits, Third term	35
Quizzes, Third term	3

<i>Practical work in the Pratt Institute Free Library.</i>	<i>Hours</i>
Cataloging department, Second and third terms	61
Circulating department, Throughout year	92
Children's department, Throughout year	55
Reading room, Throughout year	27
Reference departments, Throughout year	92

Practice is also given in typesetting and printing at the Bookman Press, at the Library.

*Academic Credits:* For the benefit of those who may need to translate the course thus outlined into the terms of college credits, we print the following table of equivalents in which topics are grouped and evaluated according to recognized college practice.

<i>First Term</i>	<i>Hours</i>	<i>Credits</i>
Cataloging	4	
Classification	3	
Library administration	1	
Reference	2	
Library economy	2	
Book selection	1	
Current periodicals	1	
Practice	2	16

<i>Second Term</i>	<i>Hours</i>	<i>Credits</i>
Cataloging	5	
Reference and bibliography	2	
Library administration	1	
Library economy	2	
Book selection	3	
Current events and periodicals	1	
Practice	2	16



*Third Term*

Cataloging and indexing	2	
Italian (optional)	1	
Library administration	2	
Children's work	1	
Library economy	2	
Book selection	1	
Practice and field work	8	16 (or 17)
48 term credits = 32 semester credits		Total credits, 48

*Admission:* Graduates of accredited colleges may be admitted without examination if their standing in college was good, and if their course covered the subjects the School considers desirable, including the study of two modern languages.

The School maintains an open door for the person of exceptional ability, but without a college degree, who has already made good in the profession. No one under twenty is admitted, and persons over forty are advised against undertaking the course.

Previous experience in library work is so great an advantage to those taking the course, and so many of the students come from library positions, that all inexperienced applicants are urged to secure opportunity to do practical work in some library before the beginning of the school year. Experience in business or in social work will be found valuable to the student.

Familiarity with the typewriter has become a prerequisite of modern cataloging, and students will be required to show proof of their ability to use some standard machine before entering the School.

*Applications:* Persons desiring to enter the School should send a request addressed to the Vice-Director of the Pratt Institute School of Library Science for the application blank of the School. This should be filled out and returned promptly.

College graduates should send a transcript of their credits with their application, or request the college Registrar to send it directly to the School.

*Entrance Examinations:* Entrance examinations for those without a degree are held in May or June (see Calendar, p. 2), preferably at the Institute, that the Vice-Director may have an opportunity of seeing and talking with the candidates. When the distance is too great the examinations may be taken at the nearest library if the local librarian will consent to conduct them. These local examinations must take place on the same date as those at the Institute, unless otherwise arranged for.

Applicants are expected to arrange with the examiner the matter of the examination fee, when examined elsewhere than at the Institute. Candidates unable to take the examinations at the Institute should notify the Vice-Director when forwarding their application.

The examinations are not technical in character, but are designed to test the general information of the candidate, especially his knowledge of literature, history, current events, French and German or one other modern language. A specimen set of questions for entrance is appended as representative of the character of these examinations.

Immediately after the examinations, the entering class is selected from those candidates who pass the examinations with the highest percentage, together with those admitted on their college diploma, and whose personality and previous education, training and experience seem to have best fitted them for the work. Those who fall below 70 per cent. are considered to have failed. After the class has been chosen, there may be no opportunity until the following year for candidates who apply later to enter the School, unless vacancies in the class should occur during the summer. Students are admitted at the beginning of the first term only.

As one year in residence is the shortest time in which the special abilities and aptitudes of the individual student can be ascertained, no students, whatever their previous training, are admitted for less than the full school year. Since the school recommends its graduates for positions, it is not considered wise to give credit for subjects studied elsewhere. We cannot speak with authority concerning the fitness of the students unless their work has been carried on under our observation.

The Certificate of the Institute will be awarded to those students who complete satisfactorily the prescribed course.

*Tuition:* On acceptance the applicant is expected to pay a registration fee of five dollars, which will be applied on the first term's tuition. In case of the withdrawal of the applicant before the opening of the School this fee will be kept by the School to cover the expense of correspondence, examination, etc.

The expense of the course, aside from living expenses, are the tuition fees (\$200.00 of which \$75.00 is payable for each of the first two terms and \$50.00 for the third), the cost of supplies (approximately \$30.00 to \$35.00), and the cost of the vacation trip to visit the libraries of other cities (seldom exceeding \$60.00), the last optional, though strongly urged. A graduation fee of \$3.00 is charged each student receiving the Certificate.

Students are advised to open an account in The Thrift, a savings bank connected with the Institute, and to bring money in the form of a New York draft or a postal money order. Checks on out-of-town banks are not cashed at The Thrift or by the Institute.

The Graduates' Association has created two funds for the benefit of the School, a loan fund for students who may need to supplement their resources during the year, and scholarship funds to pay the tuition of several students who the faculty feels deserve the distinction as well as the aid. Awards are made in the second and third terms.

*Environment and Equipment:* The Pratt Institute Free Library was established in 1887 as an integral part of Pratt Institute. It operates for the benefit of the students of the Institute as a reference library, laboratory and studio, and also as a free circulating and reference library for the people of Brooklyn.

The library exhibits many phases of activity consistent with modern library practice expressed through a group of departments separately designed and administered. In addition to the departments usually found in a public library organization—the Circulating and Reference Departments, the Children's Room, and General Reading Room—the Pratt Library maintains Technical and Art Departments in charge of specialists, and has recently established its own press, The Bookman Press.

Thus the students of the Library School have exceptional advantages in having at their command the entire equipment of a

compact library organization, with special developments, administered by an experienced staff competent to give guidance in practical training.

The School is a part of the organization of the Pratt Institute Free Library and occupies two classrooms in the library building, with the occasional use of other rooms as lecture rooms. The classrooms are large and well lighted, situated on the third floor in a quiet part of the building, and connected with the stack rooms by an electric book elevator, so that truck loads of books can be brought easily to the rooms for class use. The classroom library contains the bound volumes of American and English library periodicals, and many technical and bibliographical works.

The location of the School is especially advantageous. The spacious grounds surrounding the Library, the quiet residential neighborhood environing Pratt Institute, give the atmosphere of a college town, while all the opportunities of the metropolis are within easy reach. The students are kept informed of important lectures, art, musical and dramatic events, and are encouraged to avail themselves of them, the educational value of a year's residence in New York City being fully recognized by the School.

#### OTHER ADVANTAGES

Certain very great advantages accrue from the connection with Pratt Institute. Pratt Institute subscribes for the benefit of its students to a number of yearly tickets to the Brooklyn Institute where the best lecturers in the country may be heard. They also often have the privilege of attending lectures given to the students of other schools at the Institute.

As time permits, the students may avail themselves of the use of the Institute gymnasium.

*Women's Club:* A club for women students with a well appointed club house is provided. The house is situated on Willoughby Avenue and the garden adjoins the grounds of the Library. There are general reception rooms, a room equipped with sewing machines, a tea room, a kitchen, and a laundry, for the use of members. A social secretary

is in charge and everything has been planned to make the Women's Club as homelike a place as possible for all women of the Institute, especially for those who are boarding in the city. Membership in the club is included in the tuition fee of all full-time day students.

*Men's Club:* A club for men students is provided, with a building next to the Grand Avenue entrance to the Institute. Membership in the club is included in the tuition fee of all men students. The club house contains reading, writing and lounging rooms, bowling alleys, game rooms, alumni rooms and a small lecture hall. A secretary is in charge.

*The Rest House:* A Rest House, located at 244 Vanderbilt Avenue, is equipped for the use of Institute students. Intelligent care, good food, and restful conditions will be furnished to those who may be in ill health and temporarily in need of special care and attention.

The Rest House is in charge of a trained nurse and is well appointed with modern facilities for the care of the sick, though not for the care of surgical cases nor contagious diseases. Students may be admitted to the Rest House on the recommendation of any of the Institute physicians or by applying to the resident nurse. A nominal fee of \$1.00 per day is charged which entitles the student to room, meals, and the services of the nurse. Medicine and special supplies are charged extra.

The Head Nurse has an office hour at the Institute on all school days.

*Medical Attendance:* In order to encourage students to take the best possible care of their health, and to seek the advice of a physician in the early stages of sickness, and also to provide for emergency cases of illness in the Institute, arrangements have been made whereby several local physicians will give their services to the amount of ten dollars, either at their offices or at Rest House. The cost of medicine and supplies is not included.

## GENERAL INFORMATION

The course requires the entire time of the student, who should not engage in any other work during the school year.

Evening class work is not required of the students, but certain practical work in the library requires occasional evening service.

There is no summer school for library training in connection with the Institute, no course by correspondence, no evening class, and no separate Saturday courses. There is no preparatory course at the Institute for the Library School. Part-time students are not accepted.

While not guaranteeing opportunities of work to its graduates, the School has always served, and will continue to serve, as a bureau of reference for those who have done satisfactory work.

Good board and lodging may be obtained within a short distance of the Institute at from \$12 to \$15 per week.

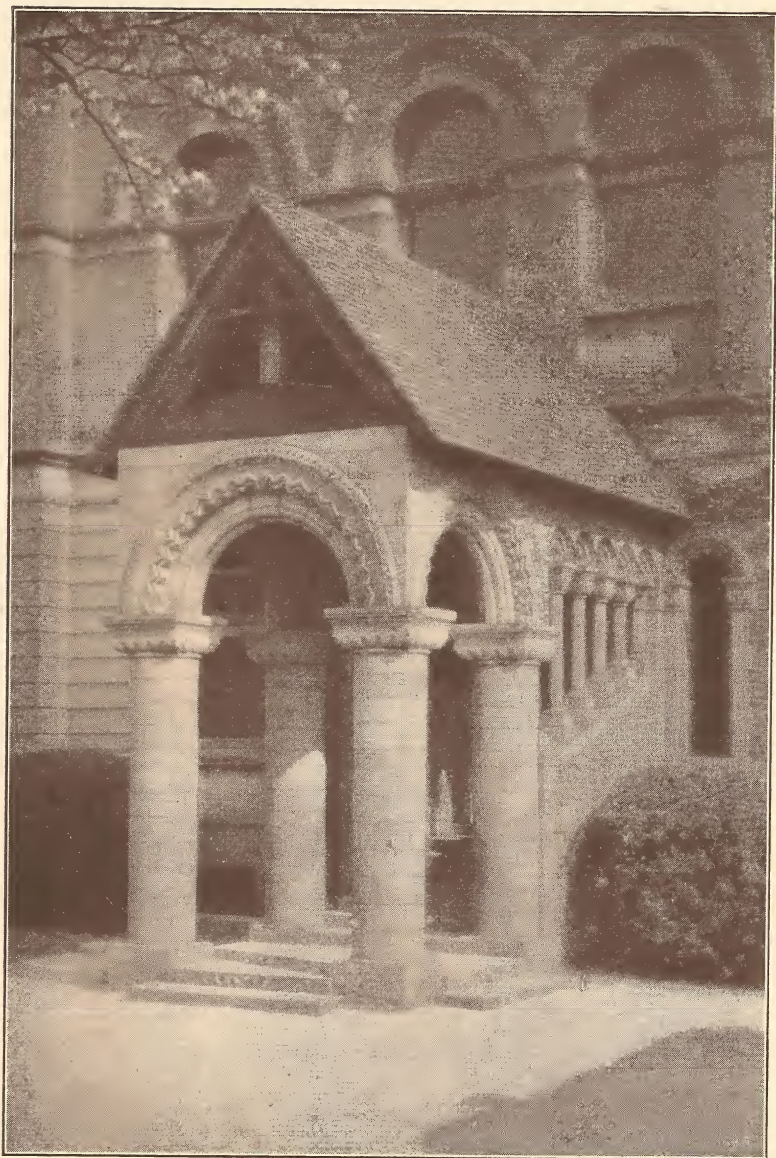
Requests for addresses of boarding places and all other correspondence should be addressed to the Vice-Director of the Library School.

*Publications:* The Student's Bulletin is issued every week during the school year. Its aim is to report upon current Institute news.

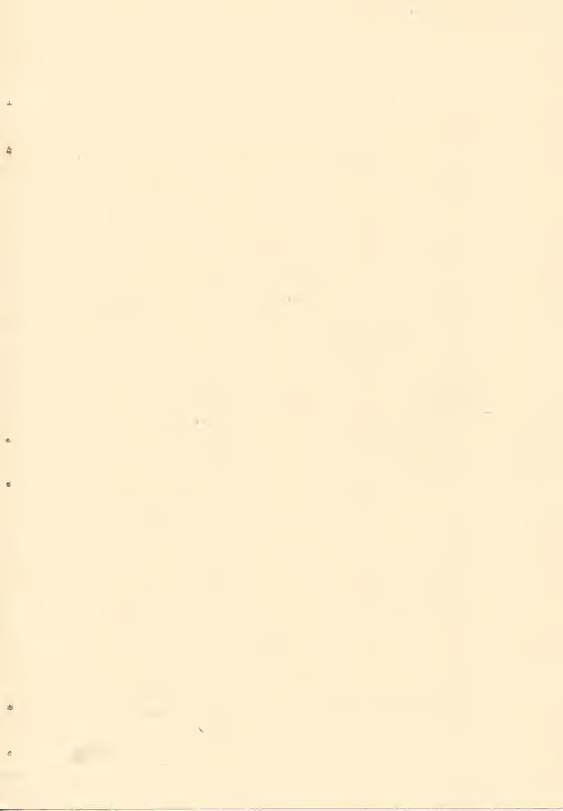
An annotated list of the books added to the Library is published quarterly. There are published also annually the Report of the Library and Library School and a selected list of technical books.

*Noon Hour Service:* A general noon hour service is held in Memorial Hall once a week. This service, attendance at which is voluntary, is in charge of a chaplain.

*Conditions of Membership:* Membership in Pratt Institute is conditioned upon the student's regular attendance, faithfulness, earnest work, proper conduct and willingness to cooperate at all times with the instructors and officers of the Institute. Fraternities and sororities, though not prohibited, are accorded no recognition, being considered neither necessary nor desirable at Pratt Institute. A fuller statement of the conditions governing students, and of the principles upon which these rest, is given the student upon entrance.



CHILDREN'S PORCH, PRATT INSTITUTE FREE LIBRARY





*The Thrift:* At 255 Ryerson Street, in a building near the Institute, is The Thrift, an institution founded October 2, 1889, by Charles Pratt. It was organized to promote habits of thrift; to encourage people to become prudent and wise in the use of money; to help place in strong contrast habits of economy and those of extravagance; to assist people to buy or to build homes for themselves; or to accumulate a fund for use in emergency or maintenance in old age. It also serves as a bank of deposit for the students at the Institute. The Thrift was incorporated under the banking laws of the State of New York in October, 1907.

*Sales Department:* For the convenience of students the Institute maintains a Sales Department where books and school supplies may be purchased at advantageous prices.

*How to reach the Pratt Institute Free Library:* The Library is in an open park on DeKalb Avenue between Hall Street and Ryerson Street. It may be reached directly from the New York end of the Brooklyn Bridge by the DeKalb Avenue surface cars; by the I. R. T. subway express trains from the Pennsylvania and the Grand Central railroad stations to Borough Hall station in Brooklyn; by the B. M. T. subway express trains from the Times Square or the Courtlandt Street station to the DeKalb Avenue station, Brooklyn; or by the Independent (Eighth Avenue Subway) System to the Borough Hall-Jay Street station; and thence by the DeKalb Avenue cars to Ryerson Street.

PRATT INSTITUTE  
BROOKLYN, NEW YORK  
SCHOOL OF LIBRARY SCIENCE

APPLICATION FORM  
FOR ADMISSION TO CLASSES

*Applicant will please answer all the questions on the following blank, filling out both halves in ink, and return entire sheet to the School of Library Science, Pratt Institute, Brooklyn, New York.*

PRATT INSTITUTE  
BROOKLYN, NEW YORK  
SCHOOL OF LIBRARY SCIENCE

Date.....19.....

Name in full.....

Home address.....

REFERENCES

*Give names and addresses of two persons, one of them preferably a former teacher, to whom you can refer for a testimonial of character and ability. If you have been employed, give name and address of an employer.*

Birthplace .....

Age ..... Health .....

Have you defective sight, hearing or speech? .....

or any other defect, such as lameness? .....

What has been your education? Give date and degrees.

Have you studied since leaving school? If so, state subjects and amount of work done.

Can you take the entrance examination in Brooklyn? .....

If not, where do you wish to take it? .....

To what extent have you traveled? .....

Specify if you read or speak French?.....German?.....

Spanish? .....Italian? .....

Have you studied Latin?.....Greek? .....

Specify any other language that you read or speak.....

Have you had any experience in library work? .....

If so, where, for how long, and in what capacity?.....

Can you use the typewriter?.....Can you take dictation?.....

Have you had experience	{	1. as teacher? .....
		2. in business? .....
		3. as secretary? .....
		4. in other lines of work? .....

If so, state extent of experience.

Have you geographical limitations, or could you take a position any-  
where? .....

It is absolutely necessary to give up all your time to the course during  
the school year: are you ready to do this? .....

## SPECIMEN ENTRANCE EXAMINATION PAPER

### HISTORY AND CURRENT EVENTS

Answer five of the following questions:

1. Why has the 13th been called "The greatest of centuries"? What were the leading nations, the great events, issues, and the great men of that period?

Or,

What were the influences that brought to pass the epoch of the Renaissance, and what were the outstanding achievements of that epoch?

2. What are the historical reasons for  
The antagonism between Poland and Germany?  
The friendship of Greece for England?  
The possession of Gibraltar by the English?  
The division of Ireland into two separate states?  
The friendship of the United State and France?  
The persistence of Turkish control of Constantinople?  
(Answer five)
3. What American statesmen have been prominently identified with the following movements, citing if possible those both for and against:  
Free coinage of silver                      Civil service reform  
Panama Canal                                  Protective tariff  
States' rights                                  League of nations  
Prohibition                                      (Answer five)
4. What have been some of the outstanding developments or discoveries during the past year or two in the fields of  
Aviation    Labor  
Conservation of natural resources              Archaeology  
Astronomy    Education  
(Answer five)
5. What is meant by  
The balance of power?              The A.B.C. powers?  
The Salic law?                          The entente cordiale?  
Crown colonies?                          The Stavisky scandal?  
The Dreyfus affair?                      Locarno agreements?  
Congress of Berlin?                      The Platt amendment?
6. What men now living (not authors) do you think will be remembered 200 years hence? Why?

## LITERATURE AND GENERAL INFORMATION

Answer six

1. Drama at present almost rivals fiction in general popularity. Name as many as you can of the writers of modern (20th century) English, American and Continental drama, indicating which you have read, and discussing at some length one of your favorites.
2. What part have libraries played in your own education? Did you have access to
 

Private libraries?	Public Libraries?
School libraries?	College Libraries?

 To which do you feel you owe most?
3. Give the significance of the following allusions, and if possible their origin:
 

Paris vaut bien une messe.	Panem et circenses
In hoc signo vinces	Ex pede Herculem
A Roland for an Oliver	Caviare to the general
4. What influence have the following writers had on the development of 19th and 20th century literature:
 

(a) Edgar Allan Poe	(c) Henrik Ibsen	(e) Henry James
(b) Walt Whitman	(d) Emile Zola	(f) Marcel Proust
5. Group the following according to the subjects with which they are connected:
 

Arturo Toscanini	Henry Fairfield Osborn
Johann Gregor Mendel	David Garrick
William James	James Truslow Adams
Claude Achille Debussy	Anders Zorn
Eleonora Duse	James Bryce
James Harvey Robinson	Frank Lloyd Wright
Roy Chapman Andrews	George Inness
Archer M. Huntington	John Drew
John B. Watson	Charles L. Freer
John Richard Green	Bertram C. Goodhue
Henri Bergson	
6. Discriminate between
 

Heresy and schism	Behavior and behaviorism
Negotiation and treaty	Subconscious and unconscious
Privilege and prerogative	a priori and a posteriori
Humanist and humanitarian	(Answer five)

7. What books would you recommend to
- (a) A reader getting over the grippe who wants cheering?
  - (b) A high school student who wants half a dozen novels dealing with the principal periods of American history?
  - (c) A club studying the modern American short story?
  - (d) A boy of 16 who is keen on outdoor life and adventure?
  - (e) A girl of 12 who is beginning to want romance?
  - (f) A reading club of college seniors who want modern plays for part reading?

## MODERN LANGUAGES

Translate (without a dictionary) the French and one other language selection.

### FRENCH

#### *Le Maître de Danse*

Le caractère national ne peut s'effacer. Nos marins disent que, dans les colonies nouvelles, les Espagnols commencent par bâtir une église; les Anglais, une taverne; et les Français, un fort; et j'ajoute, une salle de bal. Je me trouvais en Amérique sur la frontière des pays sauvages; j'appris qu'à la première journée je rencontrerais parmi les Indiens un de mes compatriotes. Arrivé chez les Cayugas, tribu qui faisait partie de la nation des Iroquois, mon guide me conduisit dans une forêt. Au milieu de cette forêt, on voyait une espèce de grange; je trouvai dans cette grange une vingtaine de sauvages, hommes et femmes, barbouillés comme des sorciers, le corps demi-nu, les oreilles découpées, des plumes de corbeau sur la tête et des anneaux passés aux narines. Un petit Français, poudré et frisé comme autrefois, habit vert-pomme, jabot et manchettes de mousseline, raclait un violon, et faisait danser les Iroquois. M. Violet (c'était son nom) était maître de danse chez les sauvages. On lui payait ses leçons en peaux de castors et en jambons d'ours. Il avait été marmiton au service du général Rochambeau, pendant la guerre d'Amérique. Demeuré à New York après le départ de notre armée, il résolut d'enseigner les beaux-arts aux Américains.

### ITALIAN

#### *Il Colle Capitolino*

Nel novembre scorso si è ripetutamente riunita la Commissione, incaricata dal Ministero dei Lavori Pubblici, da quello dell'Istruzione e dal Municipio di Roma, di studiare i vari problemi che si presentano per la definitiva sistemazione del Colle Capitolino. I problemi sono molti e



complessi, e riguardano il prolungamento di via Cavour, le rampe di salita al Campidoglio, dalla parte di levante, l'accesso carrozzabile al Campidoglio stesso subito a destre della cordonata michelangiolesca, lo scoprimento dei resti del tempio di Giove Capitolino e della Rupe Tarpea, nonchè la costruzione dei nuovi edifici comunali in rapporto alla piazza d'Aracoeli e alle adiacenze del Monumento a Vittorio Emanuele II, dalla parte di via Ginlio Romano: tutti problemi, come si vede, di speciale importanza edilizia ed artistica.

## SPANISH

### *El Nuevo Hércules*

Un artesano, que pasaba en el país por muy diestro en los ejercicios de fuerzas y al mismo muy robusto, se veía frecuentemente obligado á medirlas con algunos. Vino uno de muy lejos á luchar con nuestro campeón, y le dijeron que estaba en el cercado de la casa trabajando. Pone pie en tierra va á buscarle al momento con el caballo de la brida, que ató á una estaca del cercado. Camarada, le dice, he oído hablar mucho de vuestras fuerzas, y vengo de cuarenta millas á veros y ensayar cuál de los dos puede tumbar al otro. No había hecho más que concluir estas palabras, cuando nuestro Hércules soltó al momento el azadón, le cogió por la pierna, le arrojó al prado inmediato por encima de la tapia, y volviendo á tomar con mucha serenidad el azadón, continuó su trabajo. —Lugoe que el pobre diablo pudo levantarse después de tan fuerte porrazo: Y bien, le dice el otro ¿tiene usted alguna cosa más que mandarme? No, señor, gracias, le responde espantado del vuelo: écheme usted acá por el mismo camino mi caballo, pues he concluido mi comision, y me quiero marchar.

## GERMAN

### *Undine*

Es war vor vielen hundert Jahren, als in einer anmutigen Gegend an einem schönen Abend ein alter guter Fischer vor der Thür seiner Hütte sass und seine Netze flickte. Der grüne Boden, worauf seine Hütte im erquickenden Schatten der Bäume erbut war, streckte sich weit in einen grossen Landsee hinaus. Von Menschen war an dieser überaus lieblichen Stelle wenig zu sehen, den Fischer und seine Hausleute ausgenommen; denn hinter der Erdzunge lag ein sehr wilder Wald, den die meisten Leute wegen seiner Finsternis und Unwegsamkeit, wie auch wegen der wundersamen Kreaturen und Gaukeleien, die man darin antreffen sollte, allzusehr scheuten. Der alte fromme Fischer aber durchschritt ihn oft ohne Anfechtung, wenn er die köstlichen Fische, die er hier fing, nach der hinter dem Walde liegenden Stadt trug. Er stimmte jedesmal ein geistliches Lied an, wenn er die verfluchten Schatten betrat und ging furchtlos fürbass.



*The Other Schools  
of  
Pratt Institute*

# *School of Fine and Applied Arts*

JAMES C. BOUDREAU, *Director*

THE School of Fine and Applied Arts trains students for the art profession, including commercial illustration, interior decoration, industrial design, and architecture, and the teaching of the fine and industrial arts. Intensive courses have been established that the greatest possible return may be obtained for the time spent in study.

The programs are so presented that creative ability is fostered, the principles of art in line, form and color are taught, and skill in technique is developed.

A study of the world's finest examples of art as expressed in architecture, sculpture, painting and the crafts, is included in all the day courses offered.

## DAY COURSES

*Advertising Design · Fashion Illustration · Pictorial Illustration  
Photography · Industrial Design · Textile Design  
Interior Decoration · Display · Architecture · Teacher Training*

## EVENING CLASSES

### CERTIFICATE COURSES

*Advertising Design · Pictorial Illustration · Interior Decoration  
Architectural Construction · Architectural Design*

### PROFESSIONAL GROUPS AND SPECIAL CLASSES

*Advertising Design · Fashion Sketch · Illustration  
Special Life and Costumed Figure  
Photographic Illustration and Composition  
Industrial Design · Building Estimating  
Interior Decoration—Special Lectures*

*Catalogs giving detailed information in regard to Day and Evening Courses may be obtained upon application to the School Office.*

# *School of Household Science and Arts*

FREDERIC W. HOWE, *Director*

THE School of Household Science and Arts offers highly specialized courses in clothing, in foods and in homemaking. The professional courses prepare for designing, construction and merchandizing of clothing, or for the various phases of foods and nutrition work in commercial and institutional fields. The non-professional course prepares the way for effective homemaking.

Keeping clearly in mind the policies of the Founder of Pratt Institute, the School aims to meet the needs of those who desire thorough technical education with economy of time and money. The courses are intensive in character with theory and practice inter-related. They are planned to embody the best in fundamental principles and sound practice, and are sufficiently flexible to keep pace with the trends of industry. The students are surrounded by the influences which make for character and integrity of work, and are stimulated and guided to develop qualities which make for understanding, appreciation, cooperation and leadership.

## FULL TIME DAY COURSES

*Dietetics · Institutional Management · Homemaking  
Costume Design · Dressmaking*

## PART TIME DAY COURSES

*Cookery · Serving · Nutrition · Candymaking · Fine Baking  
Home Nursing · Budgeting and Accounts · Laundry  
Sewing · Dressmaking · Millinery · Patternmaking*

## EVENING COURSES

*Cookery · Cookery Research · Fine Baking · Candymaking  
Serving · Supper Club · Nutrition · Food and Diet  
Food Administration · Laboratory Technique · Bacteriology  
Chemistry · Dressmaking · Draping · Tailoring · Grading  
Commercial Fashion Design · Costume Design · Sketching  
Millinery · Textiles · Home Crafts · Business English*

*The Catalog in regard to Full Time Day Courses and Circulars of the Part Time Day and Evening Courses may be obtained upon application to the School Office.*

# *School of Science and Technology*

SAMUEL S. EDMANDS, *Director*

THE School of Science and Technology offers day and evening courses, as follows—

DAY ENGINEERING COURSES, each of which comprises three years of efficient instruction planned to prepare young men for technical and supervisory employment, especially in this country's industries:

*Industrial Mechanical Engineering*

*Industrial Electrical Engineering*

*Industrial Chemical Engineering*

EVENING TECHNICAL COURSES for men employed during the day in industrial, technical and engineering occupations:

*Mechanical Technology*

*Electrical Technology*

*Structural Technology*

*Chemical Technology*

*Physical Elements of Engineering*

*Mathematics*

*Drafting*

*English*

*Physics*

*Design*

*Economics*

*Chemistry*

*Shop Practice*

*Management*

The evening courses not only parallel but also supplement and extend the School's day courses in engineering, and are organized in some eighty twelve-week course units. Included are both basic and specialized subjects, ranging from elementary to advanced. By attending a series of properly selected evening courses, a comprehensive technical or engineering education, suited to individual needs, may be obtained. Classes meet on Monday, Tuesday and Thursday evenings, September to April. Classes will be arranged also for the late afternoon or for Saturday morning or afternoon.

*A Catalog of the Day Courses and a separate Catalog of the Evening Courses may be obtained upon application to the School Office.*



